



## Appeal

A party may file an appeal if he does not agree with any of the following decisions taken by IACA in the accreditation process:

- by a decision on accreditation (eg refusal to grant accreditation, refusal to grant an extended scope of accreditation, suspension or revocation of accreditation in part or in full),
- by a decision to reject the application for the introduction of the accreditation procedure or by a decision to reject the application to initiate the procedure of expanding the scope of accreditation,
- by a decision to suspend or reject the assessment,
- by a decision to stay the proceedings,
- by establishing non-compliance or by rejecting a proposal for a measure or refusing to implement a measure by the evaluation committee,
- by other decisions taken by IACA that impede the acquisition or maintenance of accreditation.

### **What is the procedure for filing and handling an appeal?**

The time limit for lodging an appeal is 15 days from the day on which the party was served with the decision against which he intends to lodge an appeal. The appeal shall be sent by the party in writing by registered post addressed to the IACA or filed in person at the IACA Secretariat against the certificate of service. In the appeal:

The party must state an indication that it is an appeal

Information about the client and his / her legal representative

The matter to which the appeal relates

Reasons for appeal

Justification of the appeal, an indication of whether he wishes to attend the appeal hearing

Customer signature or its legal representative or agent, and attach Power of attorney if the client is represented by an agent or agent

Proof of payment of the advance for the appeal procedure

If the party does not provide all the required information in the appeal or does not attach proof of payment of the advance to the appeal, IACA invites the party to complete the appeal within 3 working days of receiving the request for completion. If the party does not complete the appeal within the given deadline, it shall be deemed that it has withdrawn the appeal.

IACA shall suspend the activities of the procedure which is the subject of the appeal during the processing of the appeal. If, after reviewing the appeal, the director finds that it is justified, he shall take the appropriate decision according to the subject of the appeal, otherwise the appeal shall be referred to the appeal commission. The chairman of the appeal commission is appointed by the senate of the appeal commission, which conducts the procedure and considers the appeal at the second instance, and the

decision is made by the IACA Council. The party has the right to attend the appeal hearing, where the appeal commission considers the case and examines the documented evidence. IACA shall notify the client in writing of the date of the appeal hearing at least 8 days before the meeting of the appeal commission. IACA allows the party to state the facts at the appeal hearing and to present evidence to substantiate its appeal.

IACA decides on the merits of the appeal as soon as possible or within 60 days at the latest, and in more complex cases (if it is necessary to hire a foreign expert) within 90 days of receiving a complete application for appeal. The decision on the appeal is final and can no longer be the subject of a new appeal procedure on the IACA. If IACA decides that the appeal is unfounded, the advance payment paid will not be returned to the client. If IACA decides that the appeal is justified, IACA returns the advance payment to the client within 15 days of the decision on appeal.

DIRECTOR

Madison Brayden

2020-12-10

